

# Typing a Class Assignment MLA Format

A common format for school assignments is called the *MLA style*. The MLA (Modern Language Association) style was created to provide a set of rules for students and academics writing reports and research papers. You will use this style with one slight modification: the placement of your name, date, class, assignment. For those you will follow the setup used here at St. Charles School.

**1. Set the font:** Times or Times New Roman  
**Set the size:** size 12

**2. Set the margins:** **WARNING:** if you're using Microsoft Word check the margins and set correctly.  
Top: 1 inch  
Bottom: 1 inch  
Left: 1 inch  
Right: 1 inch  
Gutter: 0

**3. Type St. Charles heading:**

Press TAB (about 9 or 10 times)

Your name

**Press ENTER**

Press TAB (about 9 or 10 times)

Today's date (March 21, 200X) **Press ENTER**

Press TAB (about 9 or 10 times)

Class and Period

**Press ENTER**

Press TAB (about 9 or 10 times)

Assignment

**Press ENTER**

**Press ENTER** (creates an empty line above the title)

**4. Type title:** Center it, with first letter of major words capitalized. Size 12. **Press ENTER**

**Press ENTER** (creates an empty line below the title)

**5. Get alignment back to normal (left alignment)**

**6. Turn on "double-spaced": Set the line spacing to 2 (or Double Space)**

**7. Indent paragraphs as you type the assignment ( 1 Tab )**

**If the assignment goes beyond one page, use the Insert Page Numbers feature of your word processor. Put the number at the top, right aligned, with your last name (right aligned) in front of the page number. Do not number page one.**

**Example:**

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Charlie Brown  
September 13, 2006  
Language Arts Period 2  
Book Review

(1 empty line above the title)

Tom Sawyer, Mark Twain's Famous Adventure Story

(only 1 empty line under the title)

This book is about a boy growing up in a town along the Mississippi River. It is the tale of his adventures, from white washing a fence to attending his own funeral. What a tale it tells.

The story opens.....